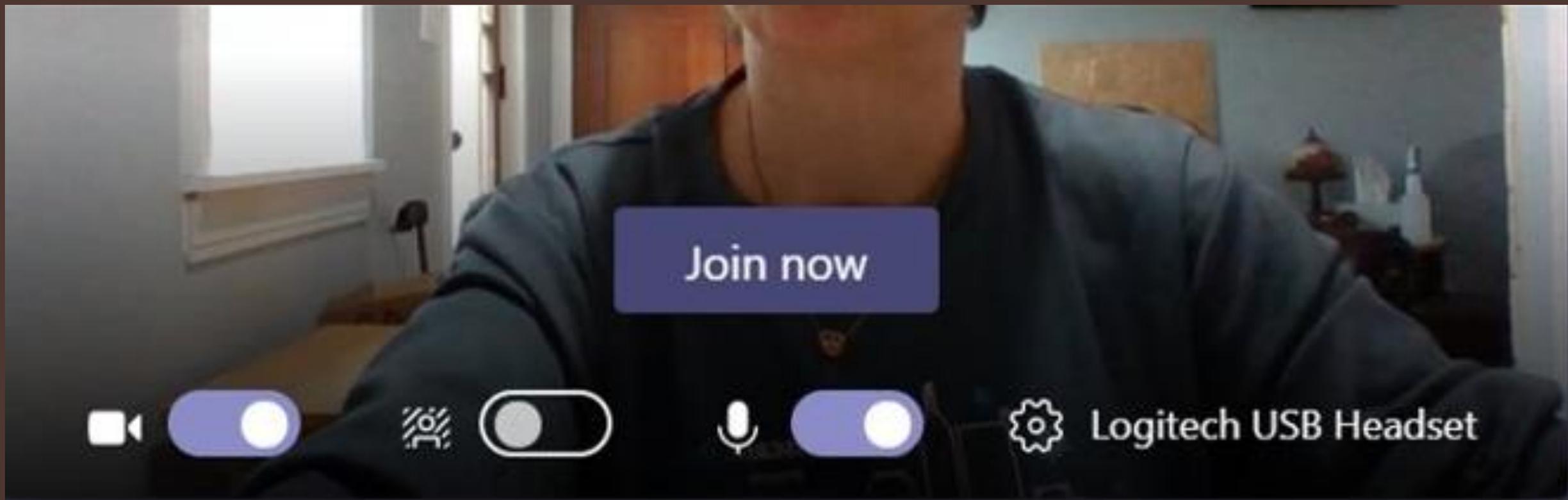


Quick Guide to Split Screens

Step by Step



Open MS TEAMS in App – join the
meeting

← → ↻ office.com/?auth=2 **BROWSER/INTERNET**

Apps Claim Payment Syst... CU Database.xlsx DUNS # Bidder Registration People Soft Bidder... State Hearing Aid D... Rental Car / Travel... Rand McNally Drivi... AWARE VR

Office 365 Search

Good morning

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint **Teams** Stream

All apps

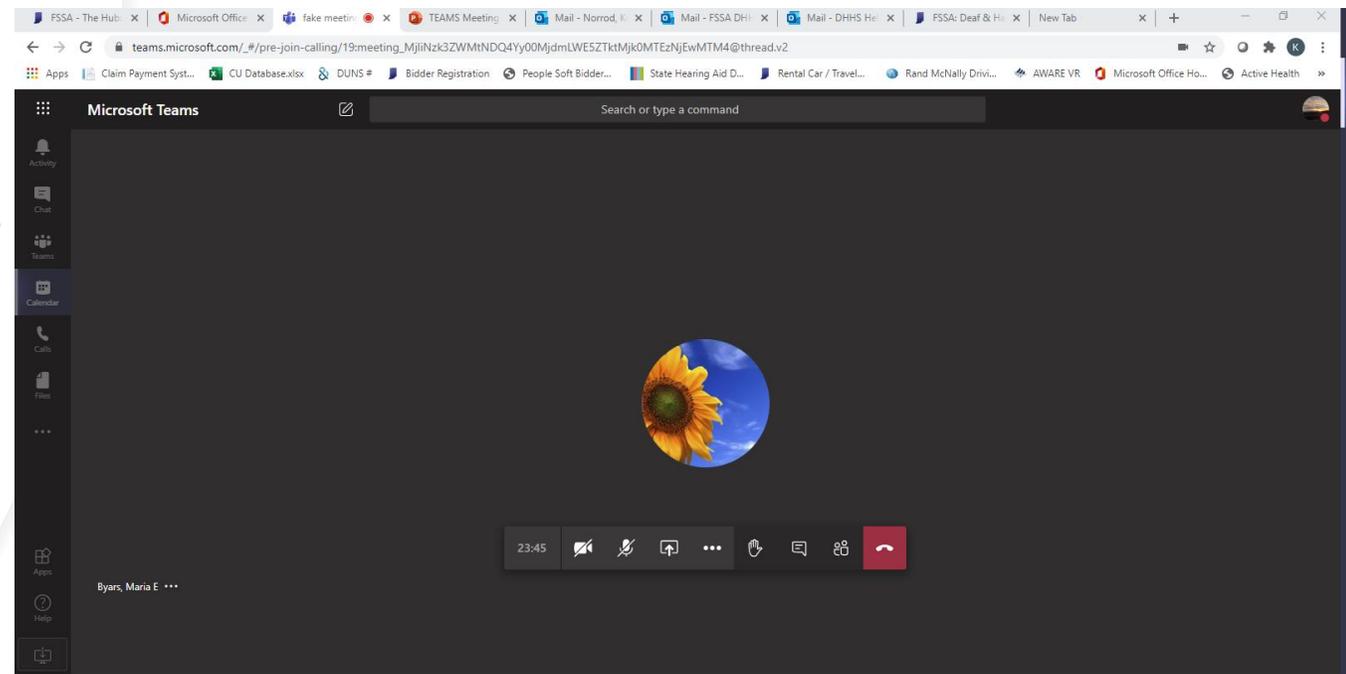
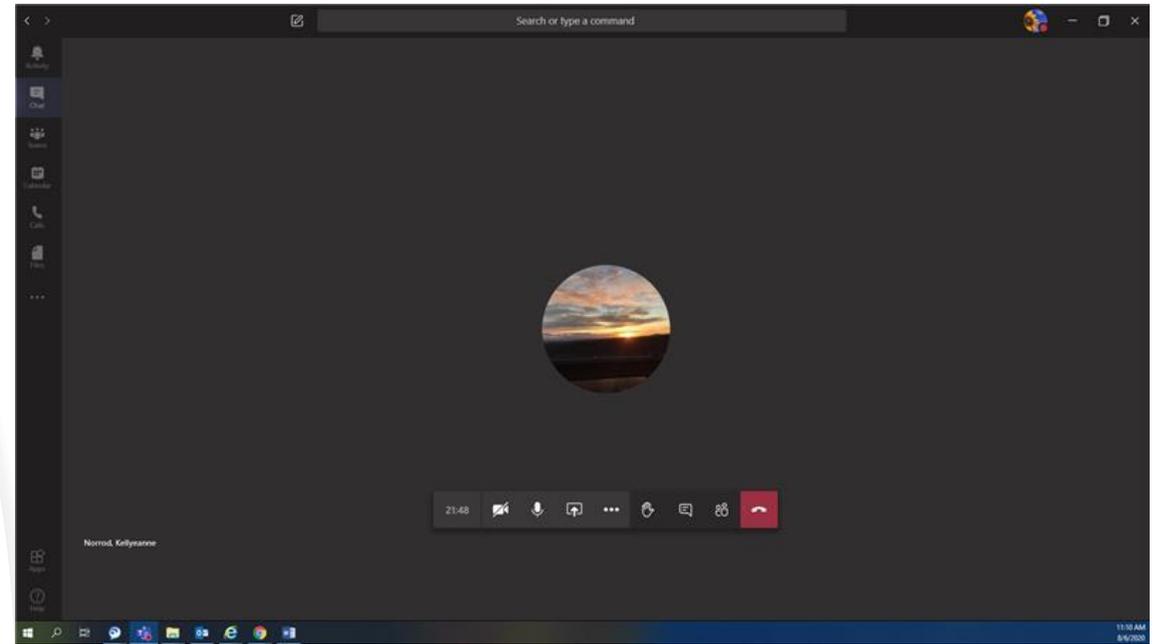
Install O

Open MS Office in Chrome (**browser/internet**)
Select TEAMS – join meeting

You should have two TEAMS meetings open on separate devices (ie: laptop / monitor)

Top picture APP

Bottom picture Browser
Chrome



Browser/Internet Screen for PowerPoint or Information

Search or type a command

RCD Agenda- 8.12.2020 [Read-Only] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Clipboard Font Paragraph Styles

RCD – VIRTUAL ONLINE MEETING 8/12/2020

9:30 am - 10:25 am RJM/LGP

- Hearing Aids
 - QPA (Special Procurement Request)
 - Testing CPS for HA updating
 - HA Recommendation (letter of recommendation including audiogram)
 - Overview on both forms (Request for HA recommendation and Report of Hearing and Ear assessment)?
Need to revise?
 - Audiologist tends to recommend the Super or Power Hearing aids
 - What kind of job does this consumer currently employ?
 - Does this function well in the work-related field?
 - Virtual ENT

Short break 10:25 am - 10:30 am

10:30 am - 11:25 am MB/KN

- MS Teams
 - Captions (built-in in MS team and good up to 3 persons or more, not for 2 persons)
 - Zoom- not built-in, only work well with Otter attached to the zoom
- MS
- MS
- MS
- TEAMS Meeting ASL Accommodations* Instructions on how to use two screens open at the same time (PowerPoint)

03:06

PAGE 1 OF 1 270 WORDS



Second Screen for
Interpreter/people in meeting -
Click on a person's picture - will
become bigger